Did you put the following on your drawings?
1. Name & telephone numbers
2. Material desired for each part
3. Hardness desired if heat-treating is required

ENINEERING SERVICE
102 ENGINEERING SERVICES BUILDING
Phone: (814) 865-4963 Fax: (814) 865-0056

PROJECT/WORK REQUEST FORM

Date: __________________________ Work Order # (internal use) __________________________

Requester’s Name: ________________________________________________________________

E-mail Address: __________________________ Phone: __________________________

Advisor: ________________________________________________________________

E-mail Address: __________________________ Phone: __________________________

Department Name: ______________________________________________________________

LEO ACCOUNT REQUIRED: (must have LEO account before work can be started)

Instructions if you need to set up a LEO account:
Please go to leocores.psu.edu and click on Register/Modify. There are two steps to registration: 1) Create a user profile, and 2) Add a billing account. A LEO billing account will be a SIMBA cost collector in the form of a cost center (10-digit number), an Internal Order (IO) number, or a WBS Element (both a 12-digit number). Questions or issues with LEO Registration can be sent to the LEO Helpdesk at leohelp@psu.edu.

SIMBA- IO (Internal Order) #: ________________________________________________

SIMBA- CC (Cost Center) #: ________________________________________________

SIMBA- WBS (ARL USE ONLY) #: ________________________________________________

Title of Work/Project: ____________________________________________________________________________________________________________

_____ (x) Materials Provided OR _____ (x) Engineering Shop Services will purchase

Description (Attach additional information and drawings if applicable):
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Instructions: Fill out the above information and submit to Engineering Services. By giving the College of Engineering your LEO account information, you agree to pay all charges.

1/3/2022